About the Grants Management Core

- The Grants Management Core of the Comprehensive Transplant Center (CTC) is located in the Tarry Research & Education Building, Room 11-721, at 300 E. Superior Street, Chicago, IL 60611. The Core’s pre-award and post-award grant activities are managed by Kelly Memmer, Senior Research Administrator.

- The Grants Management Core of the CTC works closely with the Office for Sponsored Research (OSR) to facilitate research at Northwestern University by efficiently and effectively identifying funding sources, assisting in proposal development, budget preparation, reviewing and endorsing proposals, negotiating agreements, accepting and appropriating awards, interpreting grant guidelines and promoting compliance with sponsor and University policies.

- The Grants Management Core of the CTC works with the Office of Accounting Services for Research and Sponsored Programs (ASRSP) to monitor financial management and reporting related to grant awards.

- The Grants Management Core of the CTC is involved with research administration organizations both inside (NURAP) and outside (NCURA) of the University to ensure up-to-date compliance with policies and procedures related to sponsored programs.

Mission

- To provide grant management support to investigators conducting transplant-related research in the areas of basic and translational science, clinical trials, and health outcomes.

Services

The Grants Management Core is responsible for all aspects of the pre-award and post-award research administration of sponsored programs, research grants and contracts, and clinical trial agreements in the CTC.

- Services:
  - Assist investigators with the preparation and submission of grant applications, including budget preparation and research account set-up with clinical affiliates NMH and NMFF
  - Serve as liaison between grant sponsors and central research offices to negotiate contract and award terms
  - Monitor research project budget activity to ensure compliance with University and sponsor policies and guidelines
  - Review and approve sponsored research expenditures
  - Manage quarterly research effort reporting and certification process
  - Prepare periodic grant financial status reports and annual progress reports

Getting Started

To discuss submitting grant applications using the staff of the Grants Management Core of the Comprehensive Transplant Center, please contact:

- Kelly Memmer
  Senior Research Administrator
  k-memmer@northwestern.edu (312) 503-1094

Facts about the Core

- The Core assists faculty investigators with numerous funding opportunities from various resources including federal agencies, other academic institutions, local and national charitable foundations, as well as pharmaceutical companies.

- The Core coordinates with the Office for Sponsored Research (OSR) to utilize the grant proposal development and tracking system, InfoEd, for submission of all grant proposals. Introduced in 2011, the InfoEd Proposal Development module (PD) is designed to provide users with an intuitive, browser-based interface that will reduce the effort related to the creation, review, and submission of applications for grants and contracts.